

Platinum #1

Strengthen your School Community Council by holding regular meetings and including health on the agenda at each meeting.



Definition: Your school is already required to have a School Community Council as explained in Utah Code 53A, to meet this criterion the Council must meet regularly and include student, staff, and faculty health on the agenda. One way to include health on the agenda is to discuss ways to meet and maintain Gold Medal Schools criteria.

The code states that the council must include parents or guardians, school employees, and the principal. We ask that you also include a PTA representative, a food service worker, GMS School Coordinator, a student, and a health expert such as a physical education specialist at the portion of the meeting where health and Gold Medals Schools is discussed.

Rationale: School Community Council's play an important role in the development of health in the school and community. Including health on the agenda at School Community Council agenda's allows widespread collaboration in planning health policy and allows it to be adapted to local circumstances. Such collaboration also helps build widespread awareness and support for the school.¹

1. Journal of School Health, *School health education*. October 2005. Vol 65 No.8

Resources

Utah Code Section 53A - Chapter 1a – 108

- Go to www.le.state.ut.us
- Click on Utah Code/Constitution on left hand side
 - Click on Keyword Search

- Select Search Form
 - Advanced Search
- On first line type in: school community councils
- Click on Match #1 – 53A-a-108

Additional Resources (in the following pages)

Creating and Maintaining Councils

What An Action Plan Involves

Example of an Action Plan

Assignments

School Coordinator Assignments

- Talk with principal to establish a School Community Council if one is not already in place
- Make sure the Council is meeting regularly; set schedule if they are not
- Include student and faculty health as an agenda item at all meetings
 - You can use GMS criteria as a guideline
- Create a vision for school health at one of the Council meetings; give everyone a share in the responsibility of building a healthier school

Mentor Assignments

- Give memo to School Community Council (Can be found in the Mentor Logistics Folder)
- Provide school coordinator with Gold Medal School topics to be discussed at each meeting
- Attend the Council meeting if an action plan is developed
- Read the resources on page 6-12 of this document
- Write a description for the mid-year and end-year reports; include an agenda from one School Community Council meeting with the end-year report

Platinum #1 Ideas

- Meet on the same day of each month at the same time
- To ensure that health is included on each agenda assign each member of the council a month that they are in charge of adding a health item
- Don't require those who are there for Gold Medal Schools to attend the entire meeting
 - Put GMS first on the agenda and excuse GMS members when the GMS discussion is complete
- Create an action plan to help you continue to implement Bronze, Silver, and Gold criteria, and meet Platinum criteria at the first Council meeting of the year
 - Update and discuss the action plan at each meeting
 - Follow the action plan; review it each meeting
- Have fun!
 - Bring healthy snacks
 - Work together to make Gold Medal Schools an important and fun part of the school day
 - Release some energy and walk the Gold Medal Mile together



School Community Council Description Template

A description must include specific details describing how the school completed the criteria. If you are writing a description for criteria that the school achieved in previous years please include a description of what the school is doing **this year** to maintain that level not what they did in previous years.

A Gold Medal Schools description does not require an Intent, Rationale, Reinforcement or the principal's signature. Use this template to write your description (all information is required).

A sample description for this criterion is provided on the next page.

The description must include...

- ☐ A statement that the school community council includes health on each agenda
- ☐ How often the School Community Council meets
- ☐ A School Community Council agenda



School Community Council Description

Green Meadow Elementary already had a School Community Council in place. They meet on the second Tuesday of each month. Members of the council included four parents or guardians, three school employees, and the principal. Before this year health was not discussed regularly.

To meet this criterion, a health topic was added to the agenda of each meeting and additional members were invited to participate. Two students, the school coordinator, and a food service worker were invited to the beginning of each meeting (when health topics were discussed). After health and Gold Medal School topics were discussed, the additional members were excused.

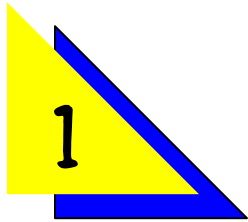
Green Meadow Elementary School Community Council March 5

1. Review GMS Action Plan
2. Walking track for Gold Medal Mile
3. School Improvement Plan
4. Trust Lands
5. Questions or concerns



Additional Resources

Creating and Maintaining Councils



Step 1: Get together

- Learn about school community councils
- Commit to work together on school health
- Involve the right people; get support from key people
- Hold the first meeting
- Follow up with members after the first meeting

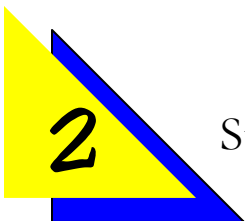
Extra Tips for Step 1:

To successfully engage the school and community:

- Meet with key school personnel and/or community representatives
- Identify existing school and community groups that address health issues
- Find a coordinator or chairperson for the council

For a successful meeting:

- Have an agenda
- Start the meeting on time
- Review agenda and focus; have a secretary record minutes and notes
- Speak confidently, but don't be too formal
- Ask questions, rather than statements
- Ask for action and seek commitment
- Determine who is responsible for what
- Set time, date, location, and purpose for the next meeting
- End the meeting on time or earlier



Step 2: Create a Vision

- Develop the council's base of common knowledge about school health
- Define a shared vision
- Create a vision statement
- Establish ground rules for operating

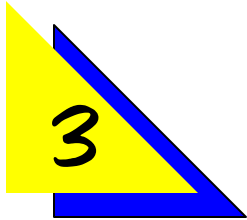
Extra Tips for Step 2:

How do we develop a vision statement?

- Definition of vision: How you and other council members want your school to look in the future
- Definition of action plan: This is what you propose to do to make that vision happen
- While reflecting on health, ask these questions:
 What will our school look like 5 years from now?
 What do we want the health of our school (students and staff) to look like 5 years from now?
 What contributions do we want to make?
 What changes do we want to make?
 What traditions do we want to keep?
 How do we want to work together and communicate?
 What is the purpose of this vision?

Establish ground rules:

- Cell phones on or off?
- How can we make our time together meaningful and productive for everyone?
- How should we treat others when their ideas are shared?
- What method will we use for recording minutes? Who will take minutes?
- How will we involve everyone at the table?



Step 3: Develop an Action Plan

- Confirm the vision statement of the council
- Identify priorities
- Develop an action plan for the top priorities

Extra Tips for Step 3:

In confirming the vision, ask these questions to members:

- What, for you, are the key words in the vision statement?
- Do you feel like you “own” part of the vision?
- What message does it send?
- How would it have to change to be more meaningful to you,
- Personally?

Designing an action plan:

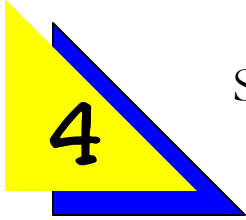
- Brainstorm about desired changes for staff and students
- Allow 30-45 minutes for brainstorming
- Discuss how the changes identified will help the council achieve its vision
- Start identifying priorities

Possible ways to identify priorities:

- Assign a ranking system (with point value) to each item
- Decide what needs to be done first, chronologically
- Decide what is most important to do over the next four months

A good action plan includes:

- What is to be accomplished
- Activities planned that will create the desired result
- Who will be responsible for each activity
- When each activity will be completed
- What resources are needed
- How success will be judged
- Goals
- Objectives that outline how to reach those goals
- Action plan may span any length of time with a one year minimum



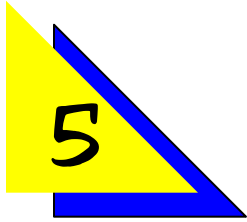
Step 4: Take Action

- Implement the action plan
- Celebrate achievements
- Recognize contributions
- Evaluate progress
- Modify/make changes if necessary

Extra Tips for Step 4:

When evaluating the council's progress, look at the following:

- Do we hold regular monthly/semi-monthly meetings?
- Do we have established procedures for meetings?
- Does the school community council coordinator provide positive and productive leadership?
- What is the council's strategy for communicating this plan to students, parents, teachers, and staff?
- What are the council members recommendations on improving the effectiveness of the council? Effectiveness of the meetings?
- Are we celebrating achievements and recognizing contributions?
- Are we following the action plan? What needs to change/improve?
- Do we follow up with people and the responsibilities they agreed to?



Step 5: Maintain Momentum & Review Commitment

- Build the reputation of the school community council
- Deepen commitment to vision
- Recruit new members and develop new leaders
- Adapt and expand the action plan
- Handle conflict when it arises

Extra Tips for Step 5:

Suggestions for maintaining momentum include:

- Identify the implementation of the council's action plan
- Revitalize the council's membership
- Make sure members feel like they have a stake in the council and in the health of the school
- Spread the message of your community council
- Move the council's work on school health improvement to the next level

How to stay organized:

- Keep history of the council, when it started, where, who the members were, who the members are now, who provided leadership, what action were taken, what goals were achieved
- Keep a file of meeting minutes, sign-in sheets, newspaper clippings, promotional brochures
- Keep a running list of issues addressed by the council each year (include barriers encountered, helpful resources, etc.)

Additional Resources

What an Action Plan Involves

- ❑ Design 1-year action plan that aims to increase the health of students and staff
- ❑ Implement the action plan
- ❑ Monitor progress on the action plan chart. Make adjustments, changes and improvements each year
- ❑ Include objectives aimed to increase the health of students and faculty
- ❑ Include goals, objectives and plans to increase physical activity in students, faculty and staff
- ❑ Include objectives and plans to increase good nutrition and healthy meals
- ❑ Include objectives and plans to ensure emotional and mental health services are provided
- ❑ Take action, get results, and follow-up with people responsible for each task
- ❑ Include objectives to maintain the momentum of the School Community Council

Additional Resources

Example of 1-Year Action Plan

GMS Goal for the 2005-2006 School Year:
COMPLETE PLATINUM CRITERIA

OBJECTIVE 1: Continue implementing all Bronze, Silver and Gold criteria.			
ACTIVITIES/TASKS	PERSON RESPONSIBLE	DUE DATE	PROGRESS
1A. Hold Gold Medal Schools Kick-off Assembly by Oct. 30. - Decide which day, time - Invite parents	Jen Stratton Mike G. Jen, Mike	Oct. 30, 2005	- Date decided - Need to make fliers or letters to invite parents
1B. Develop a way for students and teachers to track the miles we walk. Walk Gold Medal Mile at least once a week - Look up www.utahwalks.org - Have plan for bad weather	Jackie Parker Jackie Jackie	Nov. 1, 2005	Done Done Need bad weather plan
1C. [List other criteria or tasks here. Break up the tasks into smaller tasks] - [smaller task] - [smaller task]	GS [List name or initials of person responsible for each task]	[Decide on a feasible due date]	[List what else needs to be done. What is the status of it now?]
OBJECTIVE 2: Complete Recess Before Lunch Survey			
2A. Determine best time to pass out survey and due date	Council	Sept. 17, 2005	Done
OBJECTIVE 3: Make healthy food choices consistent throughout school			
3A. Write a policy to make healthy food an option wherever food or beverage is provided.	Mentor	Dec. 3, 2005	
3B. Inform students, parents, faculty, and staff of new policy - Make flyer for parents and students - Send home with students - Copy policy and distribute to faculty and staff - Discuss new policy in faculty meeting	Mentor& Coord Mentor School Coord. School Coord. Principal	Jan.13, 2006 Jan. 9, 2006 Jan. 13, 2006 Jan. 9, 2006 Jan. 9, 2006	
3C. Determine non-food fundraiser for PTA - hold fundraiser	Council PTA	Nov. 14, 2005 Feb. 2006	
3D. [I'm sure you get the idea. . .]	[follow through with person responsible]		